



The Seal of the State of Pennsylvania is a circular emblem. It features a central shield with a ship on the water, a plow, and three stars. Above the shield is an eagle with wings spread. The shield is flanked by a laurel wreath. The words "SEAL OF THE STATE OF PENNSYLVANIA" are inscribed around the border of the seal.


Population (est. 1994):
12,052,000 Rank: 5/50

State Historical Records Coordinator:
Brent Glass, Executive Director
Pennsylvania Historical and Museum Commission
PO Box 1026, Harrisburg, PA 17108-1026
Telephone: (717) 787-2891

Deputy Coordinator:
Frank M. Suran, State Archivist and Director
Bureau of Archives and History

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<p>State Archives Established: 1903</p> <p>State Records Management Initiated: 1956</p> <p>Archives and Records Management Placement Pennsylvania Historical and Museum Commission, Bureau of Archives and History</p>	<p>Total State Govt Expenditures (1993): \$28,704,733,000</p> <p>Total Budget, Archives and Records Management (FY 1994): \$4,716,695</p> <p>Percent of Total State Expenditures Allocated to Archives and Records: 0.016 %</p> <p>State Archives funding has been relatively stable over last 2 years.</p>

STAFFING		
State Government FTEs (1992):		Number of Archives/Records FTEs per 1000 State FTEs:
143,438		0.37
Archives & Records FTEs (1994):		Average earnings for all full-time state employees (Oct. 1992):
Total	53	\$32,352 per year
Archives	19	Salary ranges for entry level professionals
Records Mgt	34	Archivist I \$26,602-40,450
		Management Analyst I \$23,511-35,423

HOLDINGS							
State Archives				Records Center			
Paper records	Government	30,650	cu. ft.	Paper records	Government	168,329	cu. ft.
	Nongovernment	20,000	cu. ft.		Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		24,000	rolls	Microfilm (total no. of rolls)		126,640	rolls
Computer generated		1	reel	Maps, blueprints, drawings		3,546	cu. ft.
Photographs		350,000	items				
Films, videos, audio tapes		1,500	items				
Maps, blueprints, drawings		3,000	cu. ft.				

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits

4,590

Mail requests

5,069

Telephone requests

2,808

Reference activity has been relatively stable over last 2 years.

Services provided free of charge:

Use of reference room

Commercial use of documents/photos

cont.

Arrangement and description activities (FY 1994)

Records arranged and described

1,469 cu. ft.

(53 series)

Descriptions of holdings are provided through:

Network:

RLIN

Home page

http://www.state.pa.us

Nonelectronic finding aids

available at State Archives

describe 100% of the holdings at the record group level.

Published finding aids

produced by the State Archives

describe 59% of holdings at record group and 10% at series level.

cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Answers to in-state and out-of-state mail requests
 Photocopies of documents or finding aids
 Typed certified copies or exemplifications No fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 100% of holdings at record group and 90% at series level

Automated finding aids accessible remotely describe 95% of holdings at record group and 80% at series level.

FACILITIES**State Archives Building**

(owned by Commonwealth of Pennsylvania)

Constructed: 1964 Renovated: 1984

Total storage capacity: 68,500 cu. ft.

Percent now occupied: 75%

Will be full within 10 years

Major renovation or new construction planned

An additional rented facility is used to house less than 1% of total holdings (security microfilm).

Existing environmental controls (NFPA standards):

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

<10% fire suppression

State Records Center

(owned by Commonwealth of Pennsylvania)

Constructed: 1982

Total storage capacity: 180,000 cu. ft.

Percent now occupied: 92%

Already full to capacity

Major renovation planned

The State Archives building is used to house less than 1% of total records center holdings

Existing environmental controls (NFPA standards):

0% year-round temperature controls

0% year-round humidity controls

100% fire detection

100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by State Archives (FY 1994):**

No. completed 2,136 (state agencies)
 1,520 (local govt officials)
 113 (nongovt repositories)
 No. of agencies served 89 (state agencies)
 261 (local govts)
 74 (nongovt repositories)

Records center reference requests 26,779

No. of local government units (1992):

67 counties 501 school districts
 2,571 municipalities 2,411 special districts

Services to state agencies, local governments, and nongovernment repositories:

Training
 Publications
 Micrographics services
 Consultation/advice
 Labor in agencies (inventorying)

State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS**Microfilming activities by State Archives (FY 1994)**

Source document microfilming* 6,835,402 images

COM* 293,681,659 images

*Camera negatives only

Processing 1,090 rolls

Duplicating 2,977 rolls

3,780,635 fiche

State Archives provides centralized micrographics services for state agencies.

State Archives has experienced redox problems.

State Archives stores security microfilm for state agencies (on a limited basis) and for local government agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

1,469 cu. ft. rehoused

State Archives does not have a written preservation plan but does have a written disaster plan.

PHMC's Museum Bureau has a preservation officer and employs a trained, full-time conservator who is primarily involved in artifact/fine arts, though limited assistance is provided to the Archives on paper preservation issues.

State Archives is participating in an NEH-funded project to develop a statewide preservation plan. Pennsylvania does not have a disaster response team.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids	dBase, DBMS on Unisys mainframe, CICS, WordStar
Inventory control	Unisys system, CICS, dBase 3 Plus Mapper
Records scheduling	dBase, Unisys
Correspondence	Word Perfect 6.0, WordStar, Enable
Publications	Pagemaker 4, Pagestream
Other	Mark 4, ISFP and Paradox (tests involving downloading of mainframe data to microcomputers)

Electronic Mail

State Archives has no electronic mail capabilities.

NASIRE reports that Pennsylvania is working to phase in a statewide government e-mail

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for a small number of electronic records.

The Pennsylvania Electronic Records Management Project, funded by the NHPRC, started in August 1992 with the hiring of grant support staff. They are currently preparing management directives and guidelines to ensure continuing implementation of a system to inventory and appraise electronic records.

State Archives is currently preparing electronic records guidelines based on the NARA regulations.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1963 and 1968 statutes cover county and municipal records

Revisions in progress to include e-mail and electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, no time limits set.

Permanent paper standards
None

Optical imaging standards
1992 guidelines

Admissibility of microfilm
1949 statute

Admissibility of optical images
Under development

Admissibility of electronic records
Under development

Theft/defacement of a public record
1982 statute

Replevin
1984 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Under development, assigned to Governor's Executive Offices; State Archives is active in the state's IRM work.

Information Policy Coordination

Under development, assigned to Governor's Executive Offices; State Archives is active in the state's information policy work.

Government Information Locator Service
Under development.

Electronic Access to Government Information and Services

NASIRE reports that Pennsylvania is beginning to develop a kiosk system.

NGA reports that the Department of Justice implemented a central standardized judicial processing database for the state's 538 district courts; purchasing requests by state agencies are made electronically.

FOR FURTHER INFORMATION

**State Archives and Records Management**

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Notes**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Diane Smith-Wallace, Division Chief, DARMS, Pennsylvania Historical and Museum Commission, PO Box 1026, Harrisburg, PA 17108-1026. Telephone: (717) 783-9874.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.